

LAPSW SUPERVISION PLAN

Instructions: The supervisee is responsible for submitting a new supervision plan within thirty (30) days of beginning supervision or changing supervisors. The administrative office has thirty (30) business days to review and approve the plan. If the supervision plan is approved, the applicant will receive an official letter by mail.

SUPERVISEE INFORMATION

Name:

License Number:

DOB:

SS Number:

Work Phone:

Home Phone:

Cell Phone:

Email:

Mailing Address:

Business Address:

Employer:

Work Schedule (Check One): _____ Full Time (30+ hrs a week) _____ Part Time

SUPERVISOR INFORMATION

Name:

License Number:

Work Phone:

Work Email:

Mailing Address:

Business Address:

Employer:

SUPERVISION INFORMATION

1. Please specify how supervision is provided (choose one): ____ Contracted ____ Within Agency Framework (If within agency, use the space below to describe how it is separated from agency supervision.)

2. If the supervisor is contracted and not within the supervisee's agency, please describe the process by which the supervisor may access agency records for review in supervision and/or to verify contact hours.
3. Describe the supervisee's work setting and responsibilities.
4. What will be the supervisee's weekly average of non-clinical contact hours and estimated frequency of supervision?
5. Describe the client systems impacted by supervisee's services.
6. Describe any methods of policy evaluation or policy development the supervisee will be using.
7. Describe methods of organizational leadership the supervisee will be using.

Provide 5 goals for supervision that emphasize ethical practice, administrative policy, and client-centered organizational skills.

ADDENDUM

To be completed if the supervisee changes employment or employer but retains the same supervisor. Please include job description, client systems served, and average hours per week of non-clinical contact experience.

1365-01-.01 Definitions.

(6) Experience -

(a) Nonclinical Advanced Practice Experience - The application of generalist practice skills under the supervision of an L.C.S.W. or an L.A.P.S.W. in the areas of education, research, advocacy, community organization, mediation, consultation, public policy, legislative advocacy, healthcare discharge planning, assessment, treatment planning, case

management, counseling, supportive counseling, information and referral, and the development, implementation, evaluation and administration of policies, programs and activities. Nonclinical advanced practice experience is designated as the actual time spent in direct services to clients, client systems and/or organizations. Nonclinical advanced practice experience is not defined as solely face-to-face contact with individuals, couples, families and/or groups.

1365-01-.08 Supervision.

(1) Supervision as the term is used in T.C.A. §§ 63-23-101 1 et seq. is considered to include the following:

- (a) Individual or group supervision, which shall focus on:
 - 1. Data from the supervisee's clinical or nonclinical work made available to the supervisor by oral and written clinical or nonclinical reports, direct observation, and/or audio recordings; and
 - 2. Mutually establishing goals and objectives for the promotion of learning.
- (b) Review of supervisee's specific cases and evaluating the supervisee's skill development by the supervisor.
- (c) Supervision may take place via teleconferencing technologies, visual multi-media technology, or video conferencing technology. Supervision may NOT take place via email, instant messaging, texting or any format that does not allow for visual contact.
- (d) A supervisor must be secured prior to the accumulation of hours of clinical or nonclinical advanced practice experience.
- (e) Supervision must occur at reasonable intervals and must continue at reasonable intervals until the completion of the necessary hours of experience and grant of a license.

(2) Supervision requirements.

- (b) The L.A.P.S.W. applicant by examination, after having become a licensed master social worker or a temporarily licensed master social worker, shall have completed a total of three thousand (3000) nonclinical advanced practice experience hours. All three thousand (3000) hours must be completed over not less than a two (2) year period and not more than an eight (8) year period from the date the application and fee are received. The L.A.P.S.W. applicant must be under the supervision of either an L.C.S.W. or L.A.P.S.W., and meet the following requirements:
 - 1. The applicant must accumulate a total of one hundred (100) supervisor contact hours (supervisor/supervisee) at reasonable intervals of approximately one (1) supervision hour to every thirty (30) nonclinical advanced practice experience hours such that the supervision is spread throughout the experience timeframe. The supervision hours are in addition to the three thousand required nonclinical advanced practice experience hours.
 - 2. Not less than sixty (60) of the one hundred (100) supervision hours must be individual supervision between the supervisor and supervisee; no more than forty

(40) hours may be in a situation where the supervisor is working with no more than four (4) supervisees in a group setting.

3. No more than seventy-five (75) percent of individual supervision hours may be obtained through teleconferencing technologies, visual multi-media technology, or video conferencing technology.

4. Individual and group supervision must be provided by either a licensed clinical or advanced practice social worker.

5. The above supervision time shall be in addition to:

(i) Any overall administrative supervision; and

(ii) Any group seminar or group consultation which is deemed appropriate.

(3) Both the supervisor and supervisee must maintain records of the experience and the supervision process. Verification of supervision will be submitted by both the supervisor and supervisee at the time the application for licensure is filed in the Board administrative office. Supervision logs recommended by the Board and signed by both the supervisor and the supervisee are sufficient to meet this requirement.

(5) An L.A.P.S.W. supervisor must have an active L.A.P.S.W. license and must provide documentation to Board administrative staff submitted with the supervisee's application that the supervisor has been continuously licensed as an L.A.P.S.W. for a period of no less than three (3) years prior to initiation of the supervision. If supervision was begun on or prior to December 31, 2014, the L.A.P.S.W. supervisor need not have been continuously licensed for more than three (3) years prior to initiation of supervision.

(6) Beginning January 1, 2023, supervisors must provide documentation submitted with the supervisee's application of twelve (12) hours of continuing education credits related specifically to the provision of clinical or nonclinical advanced practice social work supervision. These twelve (12) hours of continuing education is a cumulative requirement, not an annual requirement, and can be achieved as a part of the supervisor's annual continuing education requirements. A supervisor must meet the following requirements:

(a) Any new supervisor providing supervision for the first time must complete the twelve (12) hours of supervision-related continuing education credits prior to beginning supervision or during the first calendar year of the provision of clinical or nonclinical advanced practice social work supervision; and

(b) Supervisors must obtain three (3) hours of the twelve (12) hours of continuing education covering Tennessee licensing rules as a part of the supervision training.

(7) Applicants from another state seeking licensure by examination in Tennessee must provide evidence of supervision by an L.C.S.W., or L.A.P.S.W. if applying for L.A.P.S.W. licensure, or the equivalent in the state where the supervision was performed. The supervisor must have passed the ASWB clinical examination or advanced generalist examination. If the supervisor is not licensed or the state has no provision for licensure, then the applicant must obtain the prerequisite supervision from an L.C.S.W. or L.A.P.S.W. licensed in Tennessee.

(8) No members of any other mental health or medical discipline may qualify as an approved supervisor for L.C.S.W. or L.A.P.S.W. licensure.

(9) Conflict of Interest Supervision - Supervision provided by the applicant's parents, spouse, former spouse, siblings, children, cousins, in-laws (present or former), step-children, grandparents, grandchildren, aunts, uncles, employees, or anyone sharing the same household shall not be acceptable toward fulfillment of licensure requirements. For the purposes of this rule, a supervisor shall not be considered an employee of the applicant, if the only compensation received by the supervisor consists of payment for actual supervisory hours.

SUPERVISEES: Please initial to indicate you have read and understand each statement.

_____ The supervisee must submit a supervision plan within thirty (30) days of beginning supervision or changing supervisors. The administrative office has thirty (30) business days from the day it is received to review the plan, either approving the plan or requesting more information. Upon approval, the supervisee will receive an official letter by mail.

_____ If the supervisee changes employment or employer but does not change supervisor, the supervisee must provide an addendum to the current supervision plan including job description, clients served, and average hours per week of non-clinical social work experience. The addendum is the supervisee's responsibility and does not require a new signature from the supervisor. If there is no change in supervisor, approval from the administrative office is not required.

_____ The supervisee must complete three thousand (3,000) non-clinical social work practice hours and one hundred (100) supervision hours in no less than two (2) years. The supervisee has eight (8) years to complete these hours and submit an application. Any hours accumulated prior to eight (8) years, determined by the date the application and fee are received by the administrative office, will no longer be considered.

_____ Both the supervisor and supervisee are expected to maintain records of the experience and the supervision process.

_____ To provide supervision for licensure, the supervisor is required to have an active license and have been an LCSW or LAPSW for three (3) continuous years. Before January 1, 2023, supervisors must complete six (6) hours of continuing education related specifically to the provision of clinical or nonclinical advanced practice social work supervision. Beginning January 1, 2023, supervisors must complete twelve (12) hours of continuing education credits related specifically to the provision of clinical or nonclinical advanced practice social work supervision (Please see number six (6) in section 1365-01-.08 of the rules). It is the responsibility of both the supervisor and supervisee to ensure all requirements are met.

_____ If a supervisor's license expires while providing supervision, the supervisee will lose any hours accumulated in the period of time in which the supervisor was not licensed.

_____ The supervisee must submit a report of non-clinical contact and supervision hours every three (3) months beginning the date of the first supervision. It is the supervisee's responsibility to track when a quarterly report is due and complete the reports in a timely manner. In the event that no hours are accumulated in a three month period, the supervisee is advised to report zero

(0) hours for that quarter. If there is no activity in the quarterly report for twelve (12) months, the application will be closed.

_____ The non-clinical social work experience shall include at least one (1) supervision hour for every thirty (30) non-clinical contact hours. Supervision is defined as frequent and regularly scheduled one to one discussion or a group discussion between supervisor and supervisee(s). This creates an expectation that supervisees will receive supervision at the approximate interval they accumulate the thirty (30) hours of non-clinical social work contact when it is reasonable to do so. In example, if a supervisee averages thirty (30) hours of non-clinical social work contact each week, supervision occurs weekly. If a supervisee averages fifteen (15) hours of non-clinical social work contact each week, supervision occurs every other week.

_____ At least sixty (60) of the one hundred (100) supervisor contact hours must be one-to-one supervisor-supervisee supervision and no more than forty (40) hours may be in a situation where the supervisor is working with no more than four (4) supervisees in a group setting.

_____ A Termination of Supervision form must be submitted when the supervisee changes supervisors for any reason and at completion of the three thousand (3,000) non-clinical social work hours and one hundred (100) supervision hours. This form must be signed by both supervisor and supervisee.

_____ If a supervisor terminates the supervision relationship as a result of concerns regarding the supervisee's behavior or practice, the supervisor must submit a description of concerns on the Termination of Supervision Form.

_____ Both supervisor and supervisee are expected to follow the NASW Code of Ethics and the Tennessee Board of Social Worker Licensure General Rules, Regulations, and Policies.

I hereby agree to comply with the supervision plan outlined herein as part of my application for Licensed Advanced Practice Social Worker. I certify that I have reviewed and understand the plan and its requirements and procedures for supervision of my practice and that I will comply with those requirements and procedures in my practice pursuant to the plan.

Supervisee Signature: _____ **Date:** _____

SUPERVISORS: Please initial to indicate you have read and understand each statement.

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_____ Both supervisor and supervisee are expected to follow the NASW Code of Ethics and the Tennessee Board of Social Worker Licensure General Rules, Regulations, and Policies.

I hereby agree to serve as the supervisor of the applicant in the supervision plan outlined herein as a part of the applicant's application for Licensed Advanced Practice Social Worker. I certify that I have reviewed and understand the plan and its supervision requirements and procedures and that I will follow those requirements and procedures in my supervision of the applicant's practice pursuant to the plan.

Supervisor Signature: _____ **Date:** _____